

# Wisconsin Shares Child Care Subsidy Changes

## Important Changes:

Families who use child care subsidy will soon see a big change. Wisconsin will start using an EBT card to pay their child care provider, similar to using the Quest card for FoodShare.

The new EBT system is called MyWICChildCare.

The change to MyWICChildCare begins in two phases.

- **Phase one** begins in October of 2016 in Buffalo, Clark, Jackson, Monroe, Pepin, Trempealeau, Vernon, and La Crosse counties.
- **Phase two** will include all other counties and begin in February of 2017. Parents will receive their EBT card in January.

Parents residing in select counties (Phase One) will receive their MyWICChildCare EBT card in the mail in October. Other parents across the state will receive their card in January 2017 (Phase Two). The card will be sent with instructions and a brochure. Call the number on the EBT card to activate it and establish a PIN, just like setting up a regular debit card. Your card will look like the image to the right.



When MyWICChildCare starts in your area, your child care authorization will be based on a monthly average of your child care needs. A monthly amount of subsidy will be added to your card the first day of the month. Amounts for new authorizations are added the next business day. You will have up to 90 days to use your monthly amount. After 90 days, the unused balance will be removed from your EBT card.

**Authorizations:** You will receive an Authorization Notice in the mail that shows you the number of hours for the month and the amount of funds that will be added to your MyWICChildCare account each month. Your child care provider will not be informed of the amount of your child care subsidy or the number of hours that your child is authorized.

**Making Payments:** It is your responsibility to talk with your child care provider about the cost of child care. And, it is important to know the amount of subsidy you have for the month. Ask your child care provider for a receipt after each payment is made to help you budget for child care and provide proof of payment.

**Parent Share Amount:** The subsidy does not cover the full cost of child care - the remaining cost is called the "parent share." *You are responsible for paying the parent share to your provider every month.* Talk to your child care provider about their payment policies.

**Authorization Start Date:** Currently, once you are found eligible for child care, your authorization can start at the beginning of the month you apply for child care. In the new system, once you are found eligible, your authorization can go back only as far as the date you applied for child care. It is important to find a quality child care provider and request your authorization as soon as a provider is found.

**Your Child Care Provider:** If you don't have a child care provider selected, your authorization cannot be written. Know your child care provider's name and address, and verify that the child care provider listed on your authorization is correct.

**Your work schedule:** You will be asked about your work schedule. You must provide a specific schedule with the days and times you are working or are in other approved activities. The schedule helps to figure out the number of child care hours you will need for the month.

**When school is closed:** If you need child care when your child's school is closed, you will need to ask for these additional days of child care. Your authorization worker will ask you about this. Have your child's school year calendar with you. You can also request Wisconsin Shares subsidy for days when school is closed due to bad weather. If an additional child care need occurs after your authorization begins, you must contact your local agency within 10 calendar days of the additional need in order to get the time covered.

**Switching Child Care Providers:** If you need to change child care providers, you must contact your local agency at least 30 days before the change. Planning ahead will ensure that funds to your new provider can be loaded to your MyWICChildCare account. When you change child care providers, the change will be effective on the first of the following month.

Look for the following items in your mail box:

- **MyWICChildCare Parent Postcard Introduction**
  - Phase Two: October 6, 2016
- **MyWICChildCare Parent Letter**
  - Phase Two: November 17, 2016
- **MyWICChildCare Parent Postcard Reminder**
  - Phase Two: December 15, 2016
- **FIS Parent Brochure-This will be sent along with the EBT card**
  - Phase Two: January 1, 2017 through January 22, 2017

**Visit the MyWICChildCare website page for more information:**

[MyWICChildCare.wisconsin.gov](http://MyWICChildCare.wisconsin.gov) and click on the Parent tab.

DCF is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format, or need it translated to another language, please call 608-422-6080 or 888-692-1382 (TTY). For civil rights questions, call 608-422-6889 or 711 (TTY).

